
Looking for a career helping people? Interested in the field of employment services?

Career Link is searching for an organized and versatile individual to join us full-time in the **Career Lab** and at the **Front Desk**. The ideal candidate will bring exceptional interpersonal and customer service skills; experience with writing, research and technology; and the desire to learn and grow with our team.

Who We Are:

[Career Link](#) has been providing career and employment services to the Powell River region since 1984. We run the local WorkBC Centre, providing services under the Employment Program of BC with 25 staff (17 FTE). We work closely with our umbrella agency, [PREP Society](#), which oversees ten other programs in the region.

Some of the things you'll find at Career Link are: social events; cross training opportunities; agency and self-directed professional development; a competitive benefit plan for eligible staff; and a culture that fosters innovation and fun. We work hard, support one another, and love where we live.

Where We Are:

Career Link is located on Marine Avenue in Powell River, overlooking the harbour with views of the Vancouver Island mountains across the Salish Sea. Powell River is located 145 km northwest of Vancouver on the beautiful Sunshine Coast.

The region is renowned for its affordable housing and spectacular scenery. It offers access to hiking, biking, kayaking, fishing, camping, and a recreation complex that sits next to a state-of-the-art Bike & Skate Park. The community has a strong local food movement and a reputation for supporting and showcasing music, arts, and culture. It also throws an impressive annual Blackberry Festival Street Party!

The community is served by a modern hospital; a community radio station; a School District with inventive programs, including a digital film program; two BC Ferry terminals; and an airport with flights that get you to Vancouver in 25 minutes.

If you are considering relocation, more information about the Powell River region can be found at prepsociety.org/work.html.

Posting Details:

Closing Date: Friday, August 18, 2017 at 12 noon
Terms: Full-time, approximately 32 hours per week
Start Date: As soon as possible
Starting Wage: To be discussed
How to Apply: Submit a self-designed cover letter and resume, to:
Kate Cooper
kate.cooper@careerlinkbc.com

About the Job:

Core Duties – Career Lab (approximately 16 hours per week):

- Greet and assist job seekers in the Career Lab, providing information and assistance on job search documents, labour market opportunities, training programs, and internet research
- Provide orientation to Career Lab and to Career Link services, and computer and technical support for people using agency computers, printer and photocopier, as well as personal devices for job search
- Assess the needs of self-directed clients, make referrals as necessary and assist in developing workshops to help facilitate client job search or career plans
- Provide job posting assistance to employers and maintain in-house and online job boards
- Research, organize and analyse relevant labour market information; publish information through job alerts, emails, newsletters, etc. to staff, clients, and community at large
- Maintain agency's social media presence (Facebook, Twitter, YouTube, Wordpress blog, etc.)

Core Duties – Front Desk (approximately 16 hours per week):

- Maintain a courteous, welcoming atmosphere at front desk reception
- Handle desk and telephone reception, including receiving and relaying messages, responding to enquiries, directing visitors and clients, etc.
- Enter accurate client records into Active Agenda scheduling system and provincial Integrated Case Management (ICM) system
- Follow detailed procedures consistently and precisely
- Stay current on community resources
- Demonstrate a commitment to professional ethics, and to client, colleague, and agency confidentiality
- Understand and comply with relevant program policy and government legislation

Qualifications:

- Related post-secondary education or the equivalent in skills and experience
- Advanced computer skills using social media and MS Office, including Word, Excel, and Outlook
- Experience in desktop publishing and knowledge of multi-media marketing techniques preferred
- Experience using in-house databases and multi-line phone systems
- Minimum one year of experience working in an office environment with office systems and procedures
- Strong research, writing and documentation skills and attention to detail
- Demonstrated ability to work independently and to contribute effectively to the team

Personal Suitability:

- Effective and diplomatic interpersonal and written communication skills
- Effective time-management and organizational systems
- Accurate and detail oriented
- Comfortable with change and learning
- Interest in participating in community-engagement initiatives
- High level of motivation and positive attitude

**A full job description is available upon request.
Before applying, please contact Kate Cooper regarding any questions
you have about the position: kate.cooper@careerlinkbc.com
Once the posting is closed, only shortlisted candidates will be contacted.
Thank you for your interest.**